



# City of Tempe

## ADA ACCESSIBILITY COORDINATOR

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	292	<i>Department:</i>	Diversity, Equity & Inclusion
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Plan Reviewer II+
<i>Safety Sensitive/Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

### REPORTING RELATIONSHIPS

Receives direction from the Chief Diversity Officer.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three (3) years of experience with accessibility policies or Americans with Disabilities Act (ADA) Title III compliance, including construction design.
<i>Education:</i>	Equivalent to a bachelor’s degree from an accredited college or university in Public Administration, Urban planning, or a degree related to the core functions of this position.

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To coordinate public accommodations under the Americans with Disabilities Act (ADA) Title III, federal and state disability related laws and regulations, including tracking and resolving complaints, assisting with the citywide ADA Transition Plan and Assessment to improve disability social inclusion; serve as a consultant and technical resource to City departments on ADA compliance and accessibility; and assisting with anti-discrimination investigations related to the city’s Anti-discrimination Ordinance.

### OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Serves as technical resource and the primary point of contact for ADA related issues, including investigating, tracking and monitoring of ADA complaints.
- Manage and develop process and procedures for resolution of complaints from City employees, residents, and businesses regarding City maintained spaces or places of public accommodations in accordance with ADA and other applicable federal and state laws.
- Assess and assist with prioritization of accessibility opportunities in public facilities, including the development and review of City design standards and procedures; and monitor aforementioned City projects.
- Monitors the city's compliance with related Federal and State regulations.
- Prepare annual ADA regulated reports, presents project status to Commission on Disability Concerns, City Council, and/or requests from internal and external stakeholders.
- Develop strategies to engage and build community relationships with residents and service providers.
- Coordinate, monitor, and assist with improvements to the city's ADA Transition Plan data by gathering and entering processes and protocols.
- Organizes regular staff training on ADA and Title VI requirements; develop best practices for fostering disability social inclusion.
- Analyzes ADA design guidelines; develop City policies and codes as requested.
- Serve as a subject matter expert and liaison with other departments (code, engineering and transportation, facilities) to address accessibility questions or concerns.
- Acts as a liaison to other departments, the public, the state and national coalitions, outside agencies, organizations, and companies regarding disability related issues and concerns.
- Stay current on state and federal laws, regulations, including best practices of other municipalities and/or private employers concerning the rights of persons with disabilities.
- Develop strategies to provide reasonable accommodations to persons with disabilities and maintain program performance standards.
- Conduct assessments of special events setup for compliance with current ADA accessibility requirements and make recommendations to the Special Events Task Force.
- Perform related duties as assigned.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking

Director	In Addition >	Organizational Vision
<i>For more information about the City of Tempe's competencies for all classifications:</i> <a href="#">City of Tempe, AZ : Competencies</a>		

JOB DESCRIPTION HISTORY
<i>Effective April 2004</i> <i>Revised April 2007 (update job duties)</i> <i>Revised August 2020 (Update reporting relationship &amp; job duties)</i> <i>Revised December 2022 (update job title, essential job functions &amp; job duties)</i> <i>Revised March 2024 (update job title, min qualifications, essential job functions and job duties)</i>

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

**Job Title: ADA Accessibility Coordinator**

**Job Code: 292**

	Never	Occas.	Freq.	Contin.
ENDURANCE / ENVIRONMENT / MOVEMENT	0% of time	1-35% of time	36-65% of time	66-100% of time
Sit			X	
Stationary / Stand	X			
Move / Traverse		X		
Machinery*	X			
Electrical*	X			
Power Tools*	X			
Hand Tools*	X			
Personal Protective Equipment*	X			
Respirator*	X			
Airborne Chemical Exposure	X			
Airborne Biological Exposure	X			
Computer Software				X
Physically handling of chemicals	X			
Indoors				X
Outdoors		X		
Around, in or on water	X			
Extreme Heat		X		
Extreme Cold	X			
Office Setting				X
Confined Spaces	X			
Excessive Noise**	X			
Heights	X			
Sewage Exposure	X			
Bodily Fluid or bloodborne pathogen exposure	X			
Bend / Stoop / Twist		X		
Crouch / Squat		X		
Kneel / Crawl	X			
Above Shoulder Level		X		
Below Shoulder Level		X		
Repetitive Arm Use		X		
Repetitive Wrist Use		X		
Repetitive Hand Use		X		
Climb Stairs / Ladders	X			
Neck Range of Motion		X		
Traverse Uneven Surface	X			
Traverse Even Surface			X	

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?		X
Will this vehicle require a Commercial Drivers License?		X

VISION REQUIREMENTS	YES	NO
<b>Close</b> (clear vision at 20 inches or less)	X	
<b>Distance</b> (clear vision at 20 feet or more)	X	
<b>Color</b> (ability to identify and distinguish colors)	X	
<b>Depth Perception</b> (three-dimensional vision, ability to judge distances and	X	
<b>Peripheral</b> (ability to observe an area that can be seen up and down or to the	X	
<b>Ability to adjust focus</b> (ability to adjust the eye to bring an object into sharp focus)	X	

Maximum LIFT / CARRY	Lift	Carry	Maximum PUSH / PULL	Push	Pull
5-25lbs	X	N/A	5-25lbs	N/A	N/A
26-50lbs			26-50lbs		
51-75lbs			51-75lbs		
76-100lbs			76-100lbs		

ADDITIONAL CONSIDERATIONS:
- May require working extended hours.
- May work alone for extended periods of time.

*DEFINITIONS/EXAMPLES
<b>Machinery:</b> bucket truck, riding mowers, backhoe etc.
<b>Electrical:</b> wiring, outlets, fuses etc.
<b>Power Tools:</b> push mowers, jackhammers, drills, chainsaw etc.
<b>Hand Tools:</b> hammers, wrenches, shovels, wheel barrels, saws etc.
<b>Personal Protective Equipment:</b> Tyvek coveralls, hard hats, fall protection harness etc.
<b>Excessive Noise</b> exists when you raise your voice to communicate with someone who is 3 ft away.
<b>Respirators:</b> 1/2 face or full-face cartridge.
<b>Hepatitis A and Hepatitis B</b> vaccinations are offered to employees in the OSHA bloodborne pathogens

**\*\*Hearing test is required**